

5-8465

JUL 29 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Transfer of T/O and Ceiling Slots from the DD/I  
Area to the Office of the Director

25X1 1. CIA Notice [ ] (Tab A) abolished the Office of  
Intelligence Coordination.

25X1C 2. The Special Assistant for Planning and Coordination (see  
Tab B) requests the transfer to his jurisdiction of the ceiling of  
[ ] and the accompanying T/O slots from the former OIC and the de-  
25X1 letion of position number [ ] within his office, together with  
a transfer of a ceiling allocation of one from the Office of the  
DCI to the Director's reserve. The ultimate disposition of posi-  
tion number G-10 has not yet been determined.

3. The Assistant Director for Personnel has concurred sub-  
ject to later review of position information (see Tab C).

4. The Comptroller has concurred and stated that funds are  
available in the FY 1955 operating budget (see Tab D).

5. The Assistant to the DD/I for Administration concurred sub-  
ject to the understanding that appropriate adjustments will be made  
in the future for the transfer of slots and ceiling from the Office  
of the Special Assistant for Planning and Coordination to the Office  
of National Estimates for the functional requirements of the Secre-  
tariat of the Intelligence Advisory Committee.

6. Approval of the following is recommended as shown in Tab B:

a. Transfer of a ceiling allocation of ten and the accom-  
panying T/O slots from the former OIC to the Office of the  
Special Assistant for Planning and Coordination.

b. Deletion of position number [ ] and the transfer  
of one ceiling allocation from the Office of the DCI to the  
Director's reserve.

c. Deletion of those remaining positions from the OIC  
T/O, thus cancelling it out:

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Position No.	Grade	Title
	GS-4	Clerk-Steno
	GS-14	I.O.-General
	GS-13	I.O.-General
	GS-6	Clerk-Steno
	GS-5	Clerk-Steno
	GS-14	I.O.-General
	GS-13	I.O.-General

7. Approval of the above recommendations will reduce the agency's ceiling by [ ] reduce the DD/I ceiling by [ ] and increase the DCI ceiling by [ ] the net of which results in a ceiling and T/O of [ ] for the Office of the Special Assistant for Planning and Coordination and should result in the transfer of one supergrade allocation from the DD/I to the Office of the DCI.

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8. Your attention is invited to the qualified approval appearing below.

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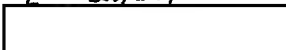
Chief, Management Staff

ATTACHMENTS:

- Tab A - CIA Notice [ ]
- Tab B - Proposal
- Tab C - Concurrence of DAD/P
- Tab D - Concurrence of Budget Div.

DISTRIBUTION:

- Q&1 - Office of Personnel
- 2 - DD/A
- 1 - Comptroller
- 2 - SA/PC/DCI



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NOTICE

ORGANIZATION  
1 July 1954

ORGANIZATION AND FUNCTIONS

1. Effective 1 July 1954 the Office of Intelligence Coordination is abolished. Its functions, with the exceptions noted below, are transferred to the Office of the Deputy Director under the supervision of the Special Assistant for Planning and Coordination:

a. The functions of the Secretariat of the Intelligence Advisory Committee are assigned to the Office of National Estimates, Office of the Deputy Director (Intelligence).

[redacted] Deputy Assistant Director for National Estimates, is designated as Secretary to the IAC.

b. Mr. [redacted], Office of Current Intelligence, is designated as DD/I representative on the Interagency Priorities Committee.

c. Mr. [redacted], Office of Research and Reports, is appointed Chairman of the Advisory Committee on Foreign Language Publications.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Administration)

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ER-5-7626

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MEMORANDUM FOR: Deputy Director (Administration)

9 July 1954

THROUGH : Management Staff

SUBJECT : Personnel Ceiling for Office of the Special Assistant to  
the Director for Planning and Coordination

1. On authorization of the Special Assistant to the Director for Planning and Coordination (Mr. Richard M. Bissell, jr) I am submitting the following request for the establishment of a T/O for subject office as follows:

A.  professional and  secretarial slots, number and grade as follows:

B. The transfer from the DD/I area of the  slots formerly allocated to the Office of Intelligence Coordination,  of which are currently filled, grade and number as follows:

C. One slot is being returned to the Director's reserve, namely

GS-15

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2. By oral agreement with [ ] Office of the Deputy Director (Intelligence) and [ ] Office of the Comptroller, the ultimate disposition of the transferred slot [ ] formerly allocated to OIC and currently vacant will be determined subsequently by discussion by the Office of the DD/I and the SA/PC/DCI, such discussion being primarily related to the transfer of the IAC Secretariat from formerly the Office of Intelligence Coordination to the Office of National Estimates.

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JUL 18 1971

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : T/O for the Staff of Special  
Assistant for Planning and  
Coordination.

1. The T/O request of the Special Assistant to the Director for Planning and Coordination has been reviewed and these points are raised relative to it.

- a. It is assumed that the proposed action will mean the loss of one supergrade space by the DD/I to be added to the Director's Office allocation.
- b. The former Office of Intelligence Coordination was organized on the basis of a Production Branch, a Collection Branch and an I.A.C. Branch each headed by a GS-15 position. The nature of the assignments to the GS-15 positions in the reorganized staff is not clear, particularly in view of the fact that the proposal indicates that the I.A.C. Secretariat function will be transferred to the Office of National Estimates.
- c. The merger of O.I.C. with the Planning and Coordination Staff results in a total of one GS-7, Administrative Assistant, one GS-9 Secretary, three GS-7 Secretaries, one GS-6 Secretary for a   staff, which will require additional classification review.

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2. In view of the stated urgency of processing the T/O request, classification approval is given subject to later review of the position information as soon as it is available.

FOIAB3B

George E. Meloon  
Deputy Assistant Director for Personnel

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Approved For Release 2005/06/03 : CIA-RDP78-03568A000800050009-9

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 15 JUL 1954

FROM : Chief, Budget Division

SUBJECT: T/O for Office of the Special Assistant to the Director for Planning and Coordination

1. Reference is made to memorandum of 9 July 1954 from the Special Assistant to the Director for Planning and Coordination relative to the transfer from Deputy Director/Intelligence area of [ ] slots, formerly allocated to the Office of Intelligence Coordination, to the Planning and Coordination Staff, DCI.

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2. These [ ] positions are included in the 1955 operating budget of the Director's Office, and are as follows:

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3. In addition, the above referenced memorandum provides for the return of 1 GS-15 to the Director's Reserve from the current T/O of the Director for Planning and Coordination, leaving [ ] positions as shown below:

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4. If the above proposal is approved, funds are available in the 1955 budget.



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